KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES
Kelce Leadership Council
2:00 p.m. – Room #121
March 25, 2024

Present: Alex Binder, Din Cortes, Chelsey Decker, Mary Jo Goedeke, Paul Grimes, Jenni Hall, Holly Kent, Anil Lal, Sang-Heui Lee, Mimi Morrison, Lynn Murray, Mary Judene Nance, Wei Sha, Melissa Weed, Larry Woodward

I.   Guests from Human Resource Services – Lori Scott Dreiling and Jamie Clayton
   a.   Onboarding Processes and Procedures Training – Lori Scott Dreiling and Jamie Clayton from Human Resource Services attended the beginning of the KLC meeting in order to provide the newly prepared "New Hire Onboarding Checklist". This should help with consistency when new employees are hired. Any questions, ask HR.

II.   Administrative Area Updates
   a.   ADGSB – Din: working on international initiatives – renewing agreement with France and other faculty exchanges; he has recently submitted several surveys; working on brochure for Taiwan summer abroad study program – 3 credit hour program – interested students should contact Dr. Cortes
   b.   ADMIN – Mimi: Kelce Awards ceremony is Friday, May 3; Kelce Faculty Awards are Monday, May 6 during the Kelce end of semester faculty meeting usually held in the afternoon
   c.   ADUSB – Lynn: finished administering all of the undergraduate Major Field Tests and graduate will be administered April 11; Women at Work luncheon is this coming Friday, March 29; PSU FBLA reps will attending and staffing a table at the state tournament next week in Topeka; Jeff Ney, Kelce Board of Advisors member and alum of Kelce is receiving the Ralf Thomas Distinguished Service Award on April 5 – his time on campus will include a student meet & greet and a lunch with Kelce leadership/faculty; the Marketing instructor search is open – first consideration date is April 11; Kelce picnic is Tuesday, April 30
   d.   DGBP – Chelsey: reported that there were 15 good GA applicants for next academic year - a few will be part-time; there are now 33 students enrolled in the health care emphasis of the PMBA; our reps attended the Missouri Southern Career Fair and will set up a booth at the Pitt State career fair this week; she is currently meeting with advisees; the PMBA instructor schedules are set up for summer and fall; working on the MBA graduation reception to be held the Friday of graduation
   e.   DSES – Holly: met with KIFSEF this morning (Kansas Insurance Commission reps) and discussed our certificate program; they would like to reconsider changing the name of certificate to Financial Services certificate and add an internship to the required courses; we receive up to $25,000 in scholarships for the program; currently working on Kelce connection and taking new stories from any who have them; recently met with Student Success and she has a new role in "Navigate" where she can more functions in addition to accessing student data, etc.
   f.   FC – Alex: he is on the Provost search committee and will be participating in online interviews of 9 candidates this week; he reported that he is on the KBOR Math pathways committee for a business to choose a specific course in math for each gen ed degree program at KBOR institutions; on the KBOR committee representing business degrees so students can transfer 60 hours of course work to PSU/other institution to add to that school's 60 hours to finish a student's degree in management (we wish to change this to business studies); Economics position has 29 applicant's with first consideration this week; he is serving on the Institutional Review Board – two new policies about data storage and use of social media – encourage all who are researching using human subjects to contact Dr. Binder or Dr. Choi before beginning research; he will be taking students to competitions in Las Vegas and Ottawa Kansas in April

III. Program and Outreach Coordinator Updates
   a. Accounting – Mary Jo: VITA has been extremely busy preparing tax returns – it's been going well; working with lots of international students and the general public
   b. Business Economics/International Business – Anil: has reviewed all applicants for Economics position – appears that many may not have green cards which is a requirement unless they already have a one-year sponsorship
   c. Business Studies – Holly: no report
   d. Data Science and Information Systems – Wei: new courses and name of program for DSIS are being discussed at faculty senate meeting today – overall it has gone smoothly; DSIS faculty are working on promotional materials and the DSIS student organization – now have 13 members; hoping to have 40 majors by fall
   e. Finance – Larry: Dr. Shum is taking group of finance students to New York in April
   f. Management – Sang: waiting for Registrar's approval for hybrid 2+2 program (DSIS)
   g. Marketing – Mary Judene: Marketing faculty met at Brick-and-Mortar last week – talked about Marketing Association which will be moving toward being a collegiate chapter of AMA; Dr. Frank is taking marketing students to KC for a visit to a marketing firm; talked to College of Technology regarding their request to see if Marketing students would like to work in combination with COT students in competition they normally compete in every year

IV. Outreach Updates
   a. Internships – Melissa: distributed a draft of internship guidelines checklist in order to get input from program coordinators on internship requirements for students
   b. Development – Jeni: Go Pitt Fest is next week – activities – Tuesday is Gorilla Giving Day with afterhours event from 4:00 to 8:00 p.m., Foundation Fiesta is on Friday afternoon, distinguished service award recipient and reception at 4:00 p.m. – student leadership awards are April 7, Apple Day is April 3

V. Old or New Business – graduate AOL committee met this morning – reviewing learning objectives

VI. Adjourn

Spring Dates to Remember:

- April 1: Deadline for spring and summer graduation applications
- April 1: Last day to drop a course
- April 5: Alumni Awards Day
- April 7: First day of pre-enrollment for summer and fall
- April 25: Last day to withdraw from school
- April 30: Kelce Spring Picnic
- May 3: Kelce Awards Ceremony
- May 6: Kelce Faculty Awards & General Faculty Meeting
- May 6 through May 12: Finals Week
- May 10 and May 11: Commencements
- May 15: Final grades due

NEW HIRE
Onboarding Checklist

Employee name_____

Tasks for Managers--Before First Day	Department Contact	Date	Initials
Identify new space has needed office supplies			
Visitor Parking Pass for the first few days (Police - x4624)	Police: 620-235-4624		
Order office keys, if needed	Facility Operations: 620-235-4783		
New2PSU	support.pittstate.edu		
Assign your new hire a mentor and/or onboarding buddy.			
Assign your new hire a training plan			
Schedule regular check-ins throughout the first two weeks.			
Invite new hires to relevant meetings or projects.			
Schedule your new hire's first day meetings, prioritizing intro calls with colleagues who will work closely with the new hire.			
Tasks for Managers--Employee's First Day			
Coordinate a welcome meeting to kick off your new hire's first day.			
Take your new hire on a tour of the office/building (restrooms, kitchen, etc.)			
Provide Map of Campus	https://www.pittstate.edu/about/campus-map.html		
Review Position Description			
Review Performance Evaluation and Ratings			
Introduce the Strategic Plan	https://www.pittstate.edu/president/strategic-plan-2023.html		
Schedule a meeting with Human Rescoures to finish benefits/paperwork	https://www.pittstate.edu/hr/about-us.html		
Sign Conflict of Interest			
Complete Emergency Contact List (house in department)			
Set up a welcome lunch with the new hire's team, if appropriate.			
Share essential company policies (e.g., hours of operation, dress code, parking, etc.)	https://www.pittstate.edu/hr/policies/index.html		
End of first day check-in.			
Tasks for Managers--Employee's First Week			
Once employee is hired in GUS Cloud-			
Visit Gorilla Geeks for ID Card and email login	Geeks: 620-235-4600		
Order Business Cards	https://www.myorderdesk.com/psuprinting		
Conduct periodic reviews setup weekly/monthly meetings			
Setup/Review RAVE Alerts			
IT Campus Training: Technology 101 & Canva Training	https://www.pittstate.edu/it/information-technology-services/it-training.html		
regular check-ins.			
Campus Tour			
GUS Cloud - how to enter time, view absences, find paylip, approve timecards			
Tasks for Managers--Employee's First Month			
Appointment for Professional Headshot			
Tasks for Managers--Employee's 60 day check-in			
Stay Interview			
If Applicable			
Order Desk Name Plate	https://www.myorderdesk.com/psuprinting		
Order Name tags	https://www.myorderdesk.com/psuprinting		
Order Door Sign	https://www.myorderdesk.com/psuprinting		
Sign Confidentiality Agreement or other like documents			
Financial Training - Business Office (contact Rachel Cameron)	Business Office (Rachel) 620-235-4152		
PSU Employee Benefits Summary - Covered in Meeting with HRS	https://www.pittstate.edu/hr/benefits-summary.html		
Department Specific - Access to third party systems			
Line Manager Signature	Completion Date		

KCOB Internship Requirements – General Guideline

FOR EMPLOYERS /STUDENTS

- Is the assigned work comparable to that of an entry level staff member at an undergraduate or graduate level depending on the student's academic status.
    - There should be opportunities for the intern to apply theoretical knowledge gained from coursework to real-world situations.
- There must be a designated supervisor or mentor within the organization responsible for overseeing the intern's work.
    - Feedback should be provided to the intern on a regular basis.
- The supervisor should have relevant expertise in the field and be able to provide guidance and feedback to the intern.
- The student will be fairly compensated for working contributions to the employer.
- The internship must meet the minimum duration requirement set by the university for course credit eligibility. 1 academic credit = 40 hours of field experience/ 3 academic credits = 120 hours of field experience
- The field hours worked at the internship must be worked in the semester the credit hours are earned.
- The internship opportunity must comply with all applicable labor laws, regulations, and ethical standards.

FOR PROGRAM COORDINATORS

- Does the internship align with the student's major or field of study within business?
- Is the assigned work comparable to that of an entry level staff member at an undergraduate or graduate level depending on the student's academic status.
    - You must add value to the organization and be challenged with a major project, series of smaller projects, or regular responsibilities that require advanced education and knowledge.
- The internship must have a clear description outlining the tasks, responsibilities, and learning objectives.
    - The objectives should generally align with the educational goals of the student's program or major.
- The internship must meet the minimum duration requirement set by the university for course credit eligibility. 1 academic credit = 40 hours of field experience/ 3 academic credits = 120 hours of field experience

EMPLOYEE APPRECIATION POPCORN BAR DURING GOPITT!FEST

Open to all employees!

**APRIL 3, 2024
2:00 PM TO 3:30 PM
IN THE OVAL**